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ABSTRACT

A survey was conducted throughout Montgomery Community College to gather information regarding the time spent by various units on the completion of reports for external agencies. Data were obtained for the actual reports filed between July 1, 1975 and April 1, 1976, and for the last three months of the fiscal year an estimate based on previous experience was made. Using a cost per manhour of $8.00 as an average for the time spent by deans, administrators, clerks, and typists, it was calculated that in fiscal 1975-76, the college would spend at least $131,048 or 16,381 manhours filling out reports for external agencies. This amount is roughly equal to eight full-time employees working all year on external reporting. External agencies requiring reporting included state agencies and boards, various federal agencies, national professional associations, accrediting agencies, and other postsecondary institutions. In the four attachments to this document, the costs of external reporting are summarized and are broken down by department or office, and the reports prepared for external agencies are itemized. For each report, the requesting agency, college office, manhours, and costs are listed. (JDS)

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REPORT ON REPORTS

A Study of the Cost of Completing Reports for External Agencies

Fiscal Year 1975-1976

by

Robert L. Gell, Dean

Ann Munson, Research Analyst

OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

MONTGOMERY COMMUNITY COLLEGE

Montgomery County, Maryland

OIRA Report No. 6-20

JC 760 647

MONTGOMERY COLLEGE
Board of Trustees
Rockville, Maryland 20850

READING AGENDA
INFORMATION

April 30, 1976

MEMORANDUM

To: The Board of Trustees

From: The President

Subject: Cost of External Reports

In response to a request by the Board of Trustees, a study of the cost to the College of complying with requests for information from Governmental and other external agencies was conducted. Each office within the College known to be involved in reporting to external agencies was surveyed.

The attached compilation of the data produced by the survey and an analysis of the findings, both of which were prepared by the Dean of Institutional Research and Analysis, are forwarded for the information of the members of the Board.

Should the Board wish, this report will be placed on an agenda at a regular Board meeting for discussion.

WCS:aml

Attachments

COST OF EXTERNAL REPORTS
Fiscal Year 1975-1976

At the request of the Board of Trustees, a survey was conducted throughout the College to gather information regarding the time spent by various units on the completion of reports for external agencies. Data were obtained for the actual reports filed between July 1, 1975 and April 1, 1976, and for the last three months of the fiscal year an estimate based on past years' experience was made. While some of the offices also reported time spent in the administration of programs related to the various reports, this information is not included here. The cost of a manhour of time was set at $8.00 as an average, which takes into account the time of deans and other administrators, as well as secretaries and typists. No attempt was made to compute the exact cost, using each participating individual's hourly rate.

In fiscal year 1975-76, the College will spend at least $131,048, or 16,381 man-hours on filling out report forms for external agencies. This is equal to about eight full-time employees working all year just on reports for these agencies.

Reports for the Maryland state agencies, such as the State Board for Community Colleges and the Maryland Council on Higher Education, require the most time. Many of the reports sent to the state agency actually originate with the Federal Government. The time spent on these state reports is equal to about five persons working full-time for one year.

The reports which are sent directly to the Federal Government require the equivalent of one person working a full year. While the Montgomery County government requires enough reports to keep one person

busy for more than nine and a half months, the reports to non-governmental agencies and institutions require almost 14 months of work.

Many reports are monthly or quarterly, while annual reports tend to have August, September, October, and November deadlines; thus, the impact of external reporting falls during the busiest time of the year.

There is almost no office or department within the College which is not involved in some aspect of reporting to an external agency. The amount of reporting is related to the size of the campus, with Rockville devoting about five times as much manpower to external reports as does Takoma Park. However, the Financial Aid program at Rockville accounts for the majority of the difference. The Rockville Campus spends the equivalent of one person working almost a year on reports, while the Takoma Park Campus offices devote the equivalent of about two and one-third months.

The major reporting effort falls on Central Administration, as much college-wide information is requested. Due to the various fire, safety, and building code regulations, the unit devoting the greatest amount of time to gathering and reporting data is the Operations and Maintenance Office. Data Systems expends the equivalent of one person working almost 7.4 months and the Office of Institutional Research and Analysis expends 7.2 man-months each year on external reports. Other central offices with major reporting responsibilities include Facilities, Personnel, and Finance.

In summary, this first attempt to document cost of external reports has revealed that about eight man-years are devoted to this effort.

The details of the study are found on the attached tables.

ATTACHMENT I

COST OF EXTERNAL REPORTS
Fiscal Year 1975-1976

SUMMARY BY TYPE OF REQUESTING AGENCY

REQUESTING AGENCY	MAN HOURS	COST
Federal Government Agency	2,070	$ 16,560
State Government Agency	10,273.5	82,188
County Government Agency	1,665.5	13,324
Other Agencies	2,372	18,976
TOTAL	16,381	$131,048

COST OF EXTERNAL REPORTS
Fiscal Year 1975-1976
SUMMARY BY COLLEGE OFFICE OR DEPARTMENT

OFFICES	MAN HOURS	COST
Central Administration:		
Affirmative Action	8	$ 64
Budget	41	328
Community Services	116	928
Data Systems	1,280	10,240
Dean of Education	4	32
Development Specialist	299	2,392
Executive Assistant to the President	1	8
Facilities	560	4,480
Finance	395	3,160
Institutional Research and Analysis	1,256	10,048
Internal Management	6	48
Operation and Maintenance	9,407	75,256
Personnel	545	4,360
President	1	8
Student Affairs	12	96
Subtotal	13,931	$111,448
Rockville Campus:		
Campus Dean	11	$ 88
Academic Dean	170	1,360
Academic Departments	108	864
Financial Aid	1,706	13,648
Learning Resources	1	8
Library	47.5	380
Student Personnel	8	64
Subtotal	2,051.5	$ 16,412

SUMMARY BY COLLEGE OFFICE OR DEPARTMENT (Cont.)

Takoma Park Campus:			
Campus Dean		11	$ 88
Division Chairmen		60	480
Academic Departments		296	2,368
Learning Resources		1	8
Library		30.5	244
	Subtotal	398.5	$ 3,188
	GRAND TOTAL	16,381	$131,048

COST OF EXTERNAL REPORTS
Fiscal Year 1975-1976

SUMMARY BY MONTHS

	TOTAL HOURS	COST
July 1975	267	$ 2,136
August 1975	1,524	12,192
September 1975	616	4,928
October 1975	1,253	10,024
November 1975	952	7,616
December 1975	278	2,224
January 1976	125	1,000
February 1976	20	160
March 1976	163	1,304
April 1976 Estimated	98	784
May 1976 Estimated	226	1,808
June 1976 Estimated	137	1,096
Continuous	10,722	85,776
TOTAL	16,381	$131,048

ATTACHMENT IV

COST OF EXTERNAL REPORTS

Fiscal Year 1975-1976

INDIVIDUAL REPORTS BY DATES

AND

OFFICES INVOLVED

COST OF EXTERNAL REPORTS

JULY 1975

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Annual Operating Budget SBCC-CC5	Maryland State Board for Community Colleges	July 1	Finance Budget	40 40	80	$ 320 320	640
A Survey of Employee Benefits	National Analysts	July 15	OIRA	3	3	24	24
Annual Descriptive Report of Voc. Ed. Program Activities	Md. State Dept. of Education Div. of Vocational-Technical Education	July 15	Dev. Spec.	44	44	352	352
Maryland Directory of Science Resources	State Dept. of Economic and Community Development	July 15	OIRA	2	2	16	16
Placement of Program Completions in Vocational-Technical Education FY 1975	Md. State Dept. of Education Div. of Vocational-Technical	July 15	OIRA Dev. Spec.	110 4	114	880 32	912
Printout for Higher Education Directory	Md. State Board for Community Colleges	July 15	OIRA	10	10	80	80
Annual Financial Report FY 75	Montgomery County, Md. Dept. of Finance Dept. of Accounts	July 30	Facilities OIRA	1 4	5	8 32	40
Technician & Technologist Starting Salaries 1975	Engineering Manpower Commission	July 31	OIRA	3	3	24	24
Two-Year Degrees in Engineering Technology & Industrial Technology FY 1974-75	Engineering Manpower Commission	July 31	OIRA	3	3	24	24

COST OF EXTERNAL REPORTS

JULY 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
The Placement of Engineering Tech. and Industrial Tech. Graduates - June 1975	Engineering Manpower Commission	July 31	OIRA	3 3	24 24
TOTAL FOR JULY				267	$2136

COST OF EXTERNAL REPORTS

AUGUST 1975

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
College Credit for Non-Traditional Learning Experience	Cochise College	August	OIRA	2	2	$ 16	16
MACCA 1975-76 Survey of Community College Curriculums	Mid-Atlantic Career Counseling Association (Lehigh)	August	OIRA	3	3	24	24
Projected Enrollment CC-6	Md. State Board for Community Colleges	Aug. 1	OIRA	4	4	32	32
College Work Study Program	Dept. of Health, Educ. & Welfare	Aug. 15	Finance Financial Aid Personnel	28 160 450	638	224 1280 3600	5104
Degrees & Other Formal Awards MCHE-D	Md. State Board for Community Colleges (MCHE)	Aug. 15	Data Syst. OIRA	64 40	104	512 320	832
National Direct Student Loan	Dept. of Health, Educ. and Welfare	Aug. 15	Finance Financial Aid	16 160	176	128 1280	1408
Supplemental Education Opportunity Grants	Dept. of Health, Educ. and Welfare	Aug. 15	Finance Financial Aid	28 160	188	224 1280	1504
Summary of Actual & Projected Enrollment FY 1976 CC-9 Fall 75	Md. State Board for Community Colleges	Aug. 25	OIRA	2	2	16	16

COST OF EXTERNAL REPORTS
AUGUST 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
Annual Financial Vocational Education Report	Md. State Dept. of Education Div. of Voc.-Tech. Education	Aug. 30	Data Syst.	200	1600
			Dev. Spec.	8	64
			Finance	40	320
			Math & Sci.TP	130	1040
				378	3024
Annual Voc. Ed. Equipment Inventory	Md. State Dept. of Education Div. of Voc.-Tech. Education	Aug. 30	Dev. Spec.	29	232
				29	232
TOTAL FOR AUGUST				1524	$12192

COST OF EXTERNAL REPORTS

SEPTEMBER 1975

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Basic Opportunity Grant	Dept. of Health, Educ. and Welfare	Sept.	Finance	8		64	
			Financial Aid	340		2720	
					348		2784
Annual & Long Range Voc. Ed. Plan	Md. State Dept. of Educ. Div. of Voc.-Tech. Educ.	Sept. 1	Dev. Spec.	110		880	
					110		880
Enrollment Data	Univ. of Alabama	Sept. 15	OIRA	2		16	
					2		16
Foundation-Endowment Fund Identification Data	Mississippi Gulf Coast Junior College	Sept. 18	OIRA	2		16	
					2		16
Paraprofessional Training	Santa Fe Comm. College	Sept. 20	OIRA	2		16	
					2		16
Major Area Employers	The Metropolitan Washington Board of Trade	Sept. 22	OIRA	2		16	
					2		16
Federal Programs-Management Structure	Comm. College of Denver	Sept. 30	OIRA	1		8	
					1		8
A Proposal to the Instructional Scientific Equipment Program	National Science Foundation	Sept. 30	Physics & Geoscience, R.	100		800	
					100		800
Student Financial Aid Counselors Training Program	Dept. of Health, Educ. & Welfare	Sept. 30	Finance	2		16	
			Financial Aid	16		128	
					18		144
Title II - Library Grants	Dept. of Health, Educ. & Welfare	Sept. 30	T.P. Library	24		192	
			Rock. Library	3		24	
			Finance	4		32	
					31		248
TOTAL FOR SEPTEMBER					616		$4928

COST OF EXTERNAL REPORTS
OCTOBER 1975

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Final Operations Report (In absence of project directions)	Md. State Dept. of Education Div. of Voc.-Tech. Educ.	Oct.	Dev. Spec.	32	32	256	256
Annual Financial Report SBCC-CC-4	Md. State Board for Comm. Colleges	Oct. 1	Finance OIRA	40 4	44	320 32	352
College & Univ. Libraries Fall 75 OE 2300-5	Md. State Board for Comm. Colleges	Oct. 1	Rock. Library T.P. Library OIRA	40 3 6	49	320 24 48	392
Cost Analysis System	Md. State Board for Comm. Colleges	Oct. 1	Data Syst. Finance Campus Deans Acad. Dean Div. Chairmen Dean, Comm.Serv. OIRA	86 120 20 170 60 24 20	500	688 960 160 1360 480 192 160	4000
Estimated Enrollment Data Fall 75 Comm. & Junior College Directory	American Assoc. of Comm. and Junior Colleges	Oct. 1	OIRA	2	2	16	16
Mental Health Worker Grant	Dept. of Health, Educ. & Welfare	Oct. 1	Math & Sci.TP Finance	15 2	17	120 16	136
1976 Directory	American Assoc. of Comm. & Junior Colleges	Oct. 1	OIRA	2	2	16	16
Enrollment by Load Hours & Residence - Summer 1975 SBCC-2	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. OIRA	50 4	54	400 32	432

COST OF EXTERNAL REPORTS
OCTOBER 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Day & Evening Credit/Contact Hours Enrollment Summer 75 SBCC-8 with SBCC-2	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. OIRA	2 3	5	16 24	40
Enrollment Report for Comm. Services Non-Credit Courses Summer 1975 SBCC-3	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. Comm. Serv. OIRA	23 8 6	37	184 64 48	296
Enrollment Report for Comm. Services Non-Credit Courses Not Reported for State Aid - Summer 75	Md. State Board for Comm. Colleges	Oct. 6	Comm. Serv. OIRA	8 6	14	64 48	112
Day and Evening Credit/Contact Hrs. Enrollment Summer 75 SBCC-8 with SBCC-3	Md. State Board for Comm. Colleges	Oct. 6	Comm. Serv. OIRA	3 3	6	24 24	48
Enrollment by Load Hrs. & Residence Fall 1975 SBCC-2	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. OIRA	50 4	54	400 32	432
Day & Evening Credit/Contact Hrs. Enrollment Fall 75 SBCC 8 with SBCC-2	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. OIRA	2 3	5	16 24	40
Enrollment Report for Comm. Serv. Non-Credit Courses Fall 1975 SBCC-3	Md. State Board for Comm. Colleges	Oct. 6	Data Syst. Comm. Serv. OIRA	23 8 6	37	184 64 48	296
Enrollment Report for Comm. Serv. Non-Credit Courses Not Reported for State Aid Fall 1975	Md. State Board for Comm. Colleges	Oct. 6	Comm. Serv. OIRA	8 6	14	64 48	112

COST OF EXTERNAL REPORTS
OCTOBER 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Day & Evening Cred[illegible]/Contact Hrs. Enrollment Fall 75 SBCC-8 with SBCC-3	Md. State Board for Comm. Colleges	Oct. 6	Comm. Serv. OIRA	3 3	6	24 24	48
Administrative Compensation	College & Univ. Personnel Association	Oct. 10	Personnel OIRA	2 3	5	16 24	40
English Language Courses for Foreign Students Quest. 1975	Institute of International Education	Oct. 10	OIRA	2	2	16	16
Institutional Data	College Foundation, Inc.	Oct. 10	Financial Aid OIRA	3 2	5	24 16	40
Annual Survey of Government Employment	U.S. Dept. of Commerce Bureau of the Census	Oct. 15	Personnel OIRA	2 2	4	16 16	32
Engineering Technology, Industrial Tech., and Pre-Engineering Enrollment Survey Fall 1975	Engineering Manpower Comm.	Oct. 15	OIRA	3	3	24	24
Environmental Impact Study-Enrollment	Washington Center for Metropolitan Studies	Oct. 15	OIRA	2	2	16	16
Institutional Information: Higher Education	Md. State Dept. of Education Div. of Cert. and Accred.	Oct. 15	OIRA	6	6	48	48
Opening Fall Enrollment in Higher Education, 1975 OE2300-2.3	Md. State Board for Comm. Colleges	Oct. 15	OIRA	13	13	104	104
Questionnaire-Unions	AACJC	Oct. 15	OIRA	2	2	16	16

COST OF EXTERNAL REPORTS
OCTOBER 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Two-Year Colleges Enrollment Study 1975-76 First Semester Basis for Annual ACT Special Rept. on Two-Year Postsecondary Educ.	Univ. of Cincinnati (Summary covered by Associated Press, United Press Int. and Others)	Oct. 15	OIRA	2	2	16	16
Voc. Ed. Student & Faculty Report Postsecondary & Apprenticeship	Md. State Dept. of Education Div. of Voc-Tech. Educ.	Oct. 15	Dev. Spec. Data Syst.	68 200	268	544 1600	2144
Radiological Health Tech. Training Grant	Dept. of Health, Educ. and Welfare	Oct. 30	Finance Math & Sci.TP	2 15	17	16 120	136
Enrollment of Active Duty Air Force Personnel & Dependents of Active Duty Personnel	Andrews Air Force	Oct. 31	OIRA	1	1	8	8
Financial Statistics of Institutions of Higher Educ. for Fiscal Year ending 1975 OE 2300-4	Md. State Board for Comm. Colleges	Oct. 31	Finance OIRA	24 2	26	192 16	208
Higher Educ. Survey of Programs to Prepare or Retrain Personnel to meet the Educ. Needs of Persons of Limited English-Speaking Ability from Non-English Language Dominant Background (Bilingual Education Survey)	Dept. of Health, Educ. and Welfare, National Center for Educ. Statistics	Oct. 31	OIRA	4	4	32	32
Survey of Discipline Mix	University of Alaska	Oct. 31	OIRA	11	11	88	88
Undergraduate Financial Aid Available to American Indians in the Eastern U.S.	CENA, Washington, D.C.	Oct. 31	OIRA	4	4	32	32
TOTAL FOR OCTOBER				1253		$10024	

COST OF EXTERNAL REPORTS

NOVEMBER 1975

AME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
ccreditation Follow-Up Reports	Various Career Curricula	Nov.	Math & Sci. TP	10	10	80	80
pplication, Acceptance & Admis-ion Fall 1975 MCHE S-3	Md. State Board for Comm. Colleges (MCHE)	Nov. 1	Data Syst. OIRA	22 11	33	176 88	264
redit Hrs. Of Enrollment On Campus/ Off Campus MCHE S-6	Md. State Board for Comm./ Colleges	Nov. 1	OIRA	2	2	16	16
nrollment Data by Program & Race Fall 1975 MCHE S-1	Md. State Board for Comm. Colleges	Nov. 1	Data Syst. OIRA	12 80	92	96 640	736
nventory of College & Univ. Physical Facilities (as of Sept. 30, 1975) OE 2300-7	Md. State Board for Comm. Colleges	Nov. 1	Data Syst. Facilities OIRA	63 20 10	93	504 160 80	744
umber of Students Receiving Finan-cial Aid MCHE S-5	Md. State Board for Comm. Colleges MCHE S-5	Nov. 1	Data Syst. Financial Aid OIRA	44 200 4	248	352 1600 32	1984
esidence by County of Origin-Fall 1975 MCHE S-4	Md. State Board for Comm. Colleges (MCHE)	Nov. 1	Data Syst. OIRA	22 32	54	176 256	432
alaries, Tenure & Fringe Benefits of Full-Time Instructional Faculty 1975-76 OE 2300-3	Md. State Board for Comm. Colleges	Nov. 1	Data Syst. Personnel OIRA	44 20 6	70	352 160 48	560
tudent/Faculty Ratio FY 75	Md. State Board for Comm. Colleges	Nov. 1	OIRA	9	9	72	72

COST OF EXTERNAL REPORTS

NOVEMBER 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Student Progression Fall 1975-Fall 1974 MCHE S-2	Md. State Board for Comm. Colleges	Nov. 1	Data Syst.	42		336	
			OIRA	40		320	
					82		656
Annual Institutional Data Summary Fall 1975	Commission on Higher Educ. Middle States Assoc. of Colleges & Secondary Schools	Nov. 15	Rock. Lib.	1		8	
			T.P. Lib.	1		8	
			Rock. L.R.	1		8	
			T.P. L.R.	1		8	
			Finance	2		16	
			Facilities	2		16	
			Rock. Dean	1		8	
			T.P. Dean	1		8	
			OIRA	16		128	
					26		208
Residence & Migration of College Students Fall 1975 OE 2300-2.8	Md. State Board for Comm. Colleges	Nov. 15	Data Syst.	24		192	
			OIRA	32		256	
					56		448
Nursing Loans & Scholarships	Dept. of Health, Education and Welfare	Nov. 17	Finance	8		64	
					8		64
Programs for Faculty Development	Educational Testing Service	Nov. 21	OIRA	1		8	
					1		8
A Survey of Emerging E ergy Tech. Training Programs & Needs	American Assoc. of Community and Junior Colleges	Nov. 17	OIRA	2		16	
					2		16
Salaries in Community & Junior Colleges 1975-76	National Education Assoc. Of the U.S.	Nov. 21	Personnel	2		16	
			OIRA	3		24	
					5		40
Veterans Administration Occupational Graduate Employment Report	Md. State Board for Comm. Colleges	Nov. 24	OIRA	16		128	
					16		128

COST OF EXTERNAL REPORTS

NOVEMBER 1975 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
College & Univ. Safety Courses Questionnaire	National Safety Council College & Univ. Section	Nov. 30	OIRA	2	2	16	16
Employees in Institutions of Higher Education MCHE E-1	Md. State Board for Comm. College MCHE	Nov. 30	Personnel OIRA	20 8	28	160 64	224
Faculty by Instructional Program Fall 1975 MCHE E-2	Md. State Board for Comm. College MCHE	Nov. 30	Personnel Data Syst. OIRA	3 11 70	84	24 88 560	672
Salaries of Full-time Employees 1975-76 MCHE E-3	Md. State Board for Comm. College MCHE	Nov. 30	Personnel OIRA	20 8	28	160 64	224
Survey of Satellite Credit Offerings Md. Comm. Colleges	Md. State Board for Comm. Colleges	Nov. 30	OIRA	3	3	24	24
TOTAL FOR NOVEMBER					952		$7616

COST OF EXTERNAL REPORTS

DECEMBER 1975

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Education Committee Survey	Mont. Co. Commission for Women	Dec.	OIRA	80	80	640	640
Institutional Estimate of Students Expenses for Academic Year 1975-76	College Scholarship Service	Dec.	Financial/Aid	16	16	128	128
Questionnaire-Attitudes	Univ. of Md. College of Engineering	Dec.	OIRA	1	1	8	8
Annual Survey of Academic Salary & Fringe Benefit Data for the Academic Year 1975-76	American Assoc. of Univ. Professors	Dec. 1	Personnel OIRA	20 8	28	160 64	224
Guide to External & Continuing Education	Chronicle Guidance	Dec. 1	OIRA	5	5	40	40
Questionnaire for Two-Year Colleges	Comparative Guide to American Colleges	Dec. 8	OIRA	3	3	24	24
College Charts 1975-76	Chronicle Guidance	Dec. 15	Financial Aid OIRA	2 6	8	16 48	64
Follow-Up of Program Completions in Postsecondary Voc. Educ. Prog.	Md. State Dept. of Educ. Div. of Voc-Tech. Educ.	Dec. 15	Data Syst. OIRA Dev. Spec.	40 90 4	134	320 720 32	1072
Survey of Retirement Preparation Programs at Inst. of Higher Educ.	Teachers Insurance & Annuity Assoc. College Retire. Equities Fund	Dec. 15	Personnel OIRA	1 2	3	8 16	24
TOTAL FOR DECEMBER					278		$2224

COST OF EXTERNAL REPORTS

JANUARY 1976

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Alcohol Use Report	Md. State Board for Comm. Colleges	Jan.	Math & Sci.TP	15		120	
			Int. Mgmt.	6		48	
					21		168
College/Univ. Census 1975-76	Education Census Division	Jan.	OIRA	4		32	
					4		32
Engineering Information	Keene State College	Jan.	OIRA	1		8	
					1		8
Questionnaire on Paraprofessionals	Comm. College of Balt.	Jan.	Personnel	1		8	
			OIRA	1		8	
					2		16
1975 Inventory of Health Occupations Educ. Programs in Two-Year & Four-Year Colleges & Univ. Control Systems Printout	American Society of Allied Health Professions U.S. Dept. of Health, Educ. & Welfare	Jan.	OIRA	1		8	
					1		8
1975 Inventory of Health Occupations Education Programs in Two-Year and Four-Year Colleges & Univ. Questionnaire II - Active Programs	American Society of Allied Health Professions U.S. Dept. of Health, Educ. & Welfare	Jan.	Dental Asst.	3		24	
			Mental Health	4		32	
			Med. Lab Asst.	5		40	
			Medical Asst.	2		16	
			Radiologic Tech	1		8	
			Medical Sec.	2		16	
			OIRA	32		256	
					49		392
1975 Inventory of Health Occupations Educ. Progs. in Two-Year & Four-Year Colleges & Univs. Questionnaire III-Planned Progs.	American Society of Allied Health Profess. U.S. Dept. of Health, Educ. & Welfare	Jan.	OIRA	1		8	
					1		8

COST OF EXTERNAL REPORTS

JANUARY 1976 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
1975-76 Faculty Compensation	Cuyahoga Comm. College	Jan. 5	Personnel	2		16	
			OIRA	2		16	
					4		32
1975-76 Academic Year Survey International Students	Joint Task Force on the Census AACRAO - 11E - NAFSA	Jan. 9	Data Syst.	20		160	
			Stud. Pers.	8		64	
			OIRA	12		96	
					40		320
Summary of Actual & Projected Enrollment FY 1976 CC-9 Spring 76	Md. State Board for Comm. Colleges	Jan. 26	OIRA	2		16	
					2		16
TOTAL FOR JANUARY					125		$1000

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COST OF EXTERNAL REPORTS

FEBRUARY 1976

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
Questionnaire on "Women"	Allegany Community College	Feb.	Stud. Affs.	2	16
			OIRA	1	8
				3	24
Survey of Compensation Structures of Libraries 1975-76	American Library Association	Feb. 1	Personnel	2	16
			Rock. Lib.	3	24
			T.P. Lib.	2	16
			OIRA	2	16
				9	72
Gerontology in Higher Educ.	Assoc. for Gerontology in Higher Education	Feb. 6	Nursing T.P.	1	8
			OIRA	2	16
				3	24
T.P. Nursing Dept. (Gerontological Nursing in Basic Education)	American Nurses Association				
Yearbook of Higher Education	Marquis Academic Media Marquis Who's Who, Inc.	Feb. 15	President Off.	1	8
			Ex. Asst. Pres.	1	8
			OIRA	2	16
			Rock. Lib.	.5	4
			T.P. Lib.	.5	4
				5	40
TOTAL FOR FEBRUARY				20	$160

COST OF EXTERNAL REPORTS
MARCH 1976

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Enrollment by Load Hrs. & Residence Spring 1976 SBCC-2	Md. State Board for Comm. Colleges	March 1	Data Syst.	50		400	
			OIRA	4		32	
					54		432
Day & Evening Credit/Contact Hrs. Enrollment SP. 76 SBCC-8 with SBCC-2	Md. State Board for Comm. Colleges	March 1	Data Syst.	2		16	
			OIRA	2		16	
					4		32
Enrollment Report for Comm. Serv. Non-Credit Courses-Sp. 76 SBCC-3	Md. State Board for Comm. Colleges	March 1	Data Syst.	23		184	
			Comm. Serv.	12		96	
			OIRA	13		104	
					48		384
Enrollment Report for Comm. Serv. Non-Credit Courses Not Reported for State Aid Spring 1976	Md. State Board for Comm. Colleges	March 1	Comm. Serv.	12		96	
			OIRA	13		104	
					25		200
Day & Evening Credit/Contact Hrs. Enrollment Sp. 76 SBCC-8 with SBCC-3	Md. State Board for Comm. Colleges	March 1	Comm. Serv.	3		24	
			OIRA	3		24	
					6		48
Study of Programs in Mathematics in Two-Year Colleges 1975-76	Conference Board of the Mathematical Sciences	March 1	Math Dept. R.	6		48	
			OIRA	1		8	
					7		56
Women's Programs Survey	State Univ. of New York at Albany	March 5	Stud. Affs.	2		16	
			OIRA	1		8	
					3		24
Survey of Scientific & Engineering Personnel Employed at Univs. & Colleges, January 1976	National Science Foundation	March 31	OIRA	16		128	
					16		128
TOTAL FOR MARCH					163		$1304

COST OF EXTERNAL REPORTS

APRIL 1976 ESTIMATED

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Bliss Memorial Scholarship	Bliss Foundation	April	Financial Aid	1	1	8	8
Nursing Capitation Grant	Dept. of Health, Educ. and Welfare	April	Finance Math & Sci. TP	2 95	97	16 760	$776
TOTAL FOR APRIL					98		784

COST OF EXTERNAL REPORTS

MAY 1976 ESTIMATED

AME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
all 1972 First Time Entrants State Wide Follow-Up	Md. State Board for Comm. Colleges	May	Data Syst. OIRA	26 200 226	208 1600 1808
OTAL FOR MAY				226	1808

COST OF EXTERNAL REPORTS

JUNE 1976 ESTIMATED

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS		COST	
Enrollment by Load Hrs. & Residence Supplemental Spring 1976 SBCC-2	Md. State Board for Comm. Colleges	June	Data Syst. OIRA	50 4	54	400 32	432
Day & Evening Credt/Contact Hrs. Enrollment Supplemental Spring 1976 SBCC-8 with SBCC-2	Md. State Board for Comm. Colleges	June	Data Syst. OIRA	2 2	4	16 16	32
Enrollment Report for Comm. Serv. Non-Credit Courses-Supplemental Spring 1976 SBCC-3	Md. State Board for Comm. Colleges	June	Data Syst. Comm. Serv. OIRA	23 12 13	48	184 96 104	384
Enrollment Report for Comm. Serv. Non-Credit Courses Not Reported for State Aid-Suppl. Spring 1976	Md. State Board for Comm. Colleges	June	Comm. Serv. OIRA	12 13	25	96 104	200
Day & Evening Credit/Contact Hrs. Enrollment Suppl. Spring 1976 SBCC-8 with SBCC-3	Md. State Board for Comm. Colleges	June	Comm. Serv. OIRA	3 3	6	24 24	48
TOTAL FOR JUNE					137		$1096

COST OF EXTERNAL REPORTS

ESTIMATED FOR CONTINUOUS REPORTS FY 1975-76

AME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
eneral Scholarships	40 Different Agencies	Continuous	Financial Aid	24 24	192 192
eneral State Scholarships	Md. State Board Scholarship Fund	Continuous	Financial Aid	320 320	2560 2560
uaranteed Student Loan Placement	Dept. of Health, Educ. and Welfare	Continuous	Financial Aid	16 16	128 128
rofessional Services	National Assoc. Student Financial Aid Administrators (NASFAA)	Continuous	Financial Aid	8 8	64 64
eterans Affair	Veterans Administration	Continuous	Financial Aid	160 160	1280 1280
apital Improvements Program	County Government	Continuous	Facilities Budget	250 1 251	2000 8 2008
ash Flow Report on Capital Projects	County Government - State Board for Comm. Colleges	Continuous	Facilities Finance	16 1 17	128 8 136
uarterly Building Report	State Board for Comm. Colleges	Continuous	Facilities	4 4	32 32
pace Needs Report	State Board for Comm. Colleges	Continuous	Facilities	100 100	800 800
oom Use Report	State Board for Comm. Colleges	Continuous	Facilities Data Systems	30 60 90	240 480 720

COST OF EXTERNAL REPORTS

ESTIMATED FOR CONTINUOUS REPORTS FY 1975-76 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
Request for State Aid (Capital)	State Board for Comm. Colleges	Continuous	Facilities	20	160
				20	160
Takoma Park Redevelopment Report to Citizens (monthly)	Takoma Park Citizens	Continuous	Facilities	72	576
				72	576
Higher Education Accessibility Project Report	U.S. Bureau of Education for the Handicapped	Annual	Facilities	40	320
				40	320
State Wide Master Plan Update	State Board for Comm. Colleges	Annual	Facilities	5	40
			OIRA	20	160
			Dean, Stud.Aff.	8	64
			Dean of Educ.	4	32
			Affirm. Action	8	64
				45	360
Fire Hydrant Inspection 60 Hours each	Section 22-31 Mont. County Fire Safety Code	Continuous	Oper. & Main.	32	256
				32	256
Fire Alarm Inspection	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	720	5760
				720	5760
Fire Pump Inspection 60 Hours each	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	104	832
				104	832
Fire Safety Devices 4 hours per week (Emergency Generators)	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	208	1664
				208	1664
OS&Y Valves 45 minutes per day	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	39	312
				39	312
Thrice Daily checks of Fire Alarm Systems	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	39	312
				39	312

COST OF EXTERNAL REPORTS

ESTIMATED FOR CONTINUOUS REPORTS FY 1975-76 (Cont.)

E OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
ource Conservation Plan	County Council	Continuous	Oper. & Main.	52 52	416 416
ntenance & Storage Facilities an Inventories	County	Continuous	Oper. & Main.	6 6	48 48
er Flow Test	Section 22-25 Mont. County Fire Safety Code	Continuous	Oper. & Main.	16 16	128 128
cellaneous Inspections r NFPA 72A	Section 22-14 Mont. County Fire Safety Code	Continuous	Oper. & Main.	80 80	640 640
ssure Vessel & Machinery Inspec- ion certificates-including doing hat is needed to earn them	Maryland Dept. of Licensing & Regulations	Continuous	Oper. & Main.	6000 6000	48000 48000
newal of Licenses	Md. Dept. of Licensing and Regulations	Continuous	Oper. & Main.	11 11	88 88
quisition of Licenses 3 men per year)	Md. Dept. of Licensing and Regulation	Continuous	Oper. & Main.	40 40	320 320
newal of Licenses	Various Agencies	Continuous	Oper. & Main.	10 10	80 80
agrams, Records, & Plans or Electrical Equip. Maint.	Tentative Recommended practice of NFPA in NFPA 70B-T	Continuous	Oper. & Main.	2000 2000	16000 16000
evator Inspection ertificates-including doing hat is needed to earn them	Mont. County and Maryland	Continuous	Oper. & Main.	50* 50*	400 400

Does not include time of contractor.

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COST OF EXTERNAL REPORTS

ESTIMATED FOR CONTINUOUS REPORTS FY 1975-76 (Cont.)

NAME OF REPORT	REQUESTING AGENCY	DATE DUE	COLLEGE OFFICES INVOLVED	MAN HOURS	COST
Quarterly Financial Voc.-Ed. Report	Md. State Dept. of Education Div. of Voc.-Tech. Education	Quarterly	Finance	8 8	64 64
Law Enforcement Educ. Program	Dept. of Justice-Law Enforcement Agency	Quarterly	Finance Financial Aid	4 120 124	32 960 992
Grantee Quarterly Report	Dept. of Health, Educ. and Welfare	Quarterly	Finance	8 8	64 64
National Science Foundation Financial Report	National Science Foundation	Quarterly	Finance	8 8	64 64
TOTAL FOR CONTINUOUS REPORTS				10722	$85776

UNIVERSITY OF CALIF.
LOS ANGELES
JUN 7 1977
CLEARINGHOUSE FOR
JUNIOR COLLEGES